

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 20-2012

OPEN TO: All Interested Candidates within the mission

POSITION: Visa/Consular Assistant/Cashier

OPENING DATE: July 5, 2012

CLOSING DATE: July 13, 2012

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-6 (To be confirmed by Washington)

*Ordinarily Resident: FSN-8

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Visa/Consular Assistant/Cashier. The position is located in the Consular Section and reports to the Consular Officer.

BASIC FUNCTION OF POSITION

Under the supervision of the consular officer, performs the full range of services and duties of a consular cashier and a consular assistant in the Nonimmigrant Visa (NIV) Unit. Accept fees for consular services. Screen documentation and information from visa applicants in accordance with immigration law and procedures so that the consular officer can make decisions and ensure that the legal requirements of the application have been met. This includes printing visas, filing, and tracking the status of cases through a computerized process. May perform other consular related duties as directed.

A copy of the complete position description listing all duties and responsibilities is available at http://freetown.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school and college diploma in administration, linguistics, paralegal studies, or accounting and finance required.
2. **Experience:** Three years of progressively responsible experience involving the application of regulations and policy along with extensive public contact, clerical work, cashiering, and bookkeeping required
3. **English Ability:** Level IV English Language ability (fluent in spoken and reading). Level IV Krio language (spoken) is required.
4. **Other Criteria:** Knowledge of Sierra Leone culture, traditions and fraud patterns. Data entry, typing, and writing skills. General knowledge of consular and visa services operations/procedures. Microsoft Word and Excel. Ability to effectively schedule and prioritize work. Ability to read and understand applicable U.S. immigration and visa laws, regulations and procedures. Familiarity with the pattern of fraud in the locality. Knowledge of cash collections, disbursing and reconciliation process. U.S. citizen rights etc.
5. **Skills:** Ability to understand and independently operate consular applications. Ability to apply good judgment reviewing document for completeness. Ability to understand and apply regulations correctly. Must be able to work in high stress, high volume production environment. Ability to work effectively with all levels of individuals both from within the Mission and the public. Ability to deal with the public in a courteous but efficient manner. Ability to draft correspondence. Ability to apply correct judgement.
6. **Interpersonal skills:** Must exercise good judgment in establishing priorities, dealing with American citizens, the public, and in screening documents and statements for fraud or misrepresentation. Must be able to answer inquiries regarding visa application process. Must exercise considerable judgment in examining U.S. dollar notes and keeping monies safe. Must exercise judgment in making determinations relative to which amounts to which service.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Driver)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075
Email: HRFreetwon@state.gov

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or

establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM's for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 13, 2012

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in

Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief